



Approval : _____

Office Use Only

Denial: _____

Date Received: _____

Code Section: _____

Date Completed: _____

SPECIAL EVENT PERMIT APPLICATION

This application is for use for all proposed motorcades, parades and special events, as defined in the Code of Ordinance of the City of Riverdale, Georgia, Chapter 66, Article III, Section 66-56.

Name of Sponsoring Organization/Individual

Mailing Address

Suite/Unit/Apt

City

State

Zip Code

Tel #

Fax

E-mail

Contact Person for Applicant

Mailing Address

Suite/Unit/Apt

City

State

Zip Code

Tel #

Fax

E-mail

Is Sponsoring Organization _____ For Profit _____ Not for Profit, attach IRS paperwork governing same.

Type of Event

Event Title: _____
Event Location: _____
Date of Event: _____
Time of Event: From _____ AM/PM To _____ AM/PM
Total Anticipated Attendance: _____
Number of Individuals Monitoring Event: _____

In the space below, please describe the event with any relevant information, including the following: schedule of activities/events, location of any assembly/disassembly, estimated number of participants, estimated number of individuals used to staff event, any sound amplification equipment to be used, waste disposal and cleanup plans and any other information that would aid the City Manager in considering this application. Attach a printed document if more space is needed.

Will the event affect the ordinary use of public streets, sidewalks, or right-of-way? YES _____ NO _____

Is the primary purpose of this event to advertise any product, goods, wares, merchandise or event? YES _____ NO _____

Is the event designed to generate private profit? YES _____ NO _____

Fees**Please note: This application must be submitted thirty (30) days prior to the Event.**

Minor Special Event Permit Fee: \$50.00
Application Fee: \$25.00 (Non-Refundable)

APPLICANT INFORMATION

TYPE OF EVENT

FEES

Special Instructions

General

Deadline: This application must be submitted at least 30 days before the event. Late applications will be considered at the discretion of the City Manager.

Application Fee: A non-refundable fee of \$25.00 must be submitted with this application. No application will be considered before the fee is submitted. Applications are considered late if the fee is not submitted at least 30 days before the event.

Permit Fee: The City Manager will determine an appropriate permit fee which must be paid by the Applicant in order to carry out the proposed event. The amount of the fee shall be the City's "total management costs" associated with the event.

Cleanup Cost Deposit: Before the event, the applicant must pay a cleanup cost deposit of an amount determined by the City Manager based on the anticipated cleanup costs related to the event. If a proper cleanup is completed by the Applicant within 24 hours of the conclusion of the event, the cleanup cost deposit will be returned in full to the Applicant. If cleanup is not completed to the City's satisfaction within this 24 hour period, the City will conduct cleanup and deduct all costs incurred from the cleanup cost deposit.

Issuance of the Permit

Submission No Guarantee of Approval: Proper submission of this application and application fee does not guarantee that the application will be granted or that the event will be permitted. The City Manager may grant or deny any application based on the criteria set forth in Riverdale Code, Chap. 66, Art. III, § 66-56.

Revocation: All permits issued pursuant to this article are temporary and do not vest any permanent rights. Any permit may be summarily revoked by the City Manager upon a determination by the City Manager that revocation is justified. In making this decision, the City Manager will consider the criteria outlined in Riverdale Code, Chap. 66, Art. III, § 66-60 and any other information the City Manager deems relevant.

Notice of Revocation: Notice of the revocation shall be delivered in writing to the agent of the Applicant as designated in the application. Delivery may be by personal service or certified mail, return receipt requested, and notice shall be deemed given when personally served or when deposited in the mail, as the case may be. Revocation of permits may be appealed as set forth in Riverdale Code, Chap. 66, Art. III, § 66-60(b).

Indemnification and Insurance

Indemnification: Applicant shall indemnify and save harmless the City, its officers, agents, servants and employees, from and against any and all claims, demands, actions, suits and any type of proceeding by others, and against all liability to others, arising from any and all allegations of negligence or willful misconduct of Applicant, its officers, agents, servants and employees, related in any way to this application or event, including, but not limited to, any liability for damages by reason of or arising out of any failure of Applicant to secure proper licenses, bonds, insurance coverage for the Applicant and the City or the like, and against any loss, cost, expense, and damages resulting there from.

Applicant expressly agrees that this duty of indemnification includes providing a complete defense to the City and paying the City's reasonable attorney's fees and expenses. Nothing contained herein shall be deemed to constitute a waiver by the City of its governmental immunity.

Insurance: Applicant must submit with this application, proof of insurance sufficient to meet the City's requirements for the type of event being held.

City as Insured: In the event a permit is granted, the Applicant must amend the above-referenced insurance policy to name the City as an insured and provide this amended policy to the City at a time determined by the City. Failure to provide this amended policy to the City will result in revocation of the permit.

No Waiver of Immunity: Nothing in this application shall constitute a waiver of sovereign, qualified or official immunity, create rights in any third party, or impose upon the city or its officials or employees any liability or responsibility for any injury or damage to any person or property arising out of the event for which a permit has been issued. The City and its officials and employees shall not be deemed to have assumed any liability or responsibility by reason of inspections performed, the issuance of any permit or the approval of the use of any City right-of-way.

Alcoholic Beverages

Alcohol Prohibited: No alcohol may be served or consumed at any event governed by this Article except as provided by Riverdale Code, Chap. 6, § 6-92 governing temporary alcohol permits for nonprofit and charitable organizations.

Applicant Signature

By signing this application, the Applicant agrees to comply with all State, Federal, and Municipal Laws.

Applicant's Signature

Date

Received By

Date